

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title/Position]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my intent to pursue [specific opportunity, e.g., employment, admission to a program] at [Company/Organization Name]. I understand that my past felony conviction may raise concerns, and I would like to provide context regarding my journey and my commitment to moving forward positively.

[Briefly explain the nature of your felony conviction, the circumstances around it, and how you have taken steps to change your life, e.g., rehabilitation programs, education, community service, etc.]

Since that time, I have dedicated myself to personal growth and self-improvement. I have gained valuable skills in [mention relevant skills or experiences] that I believe will contribute to [specific opportunity or organization].

I appreciate the chance to explain my situation and hope to demonstrate my commitment and potential despite my past. Thank you for your consideration, and I look forward to the opportunity to discuss this further.

Sincerely,

[Your Name]